



Nathan Deal  
Governor

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State Accounting Officer

**DATE:**           **October 13, 2012**

**TO:**             **Agency Fiscal Contacts**

**FROM:**       **Janet M. Arsenault, Accounting Manager**

**RE:**           **Corrective Action Plans**

This message serves as a reminder to submit your agency's Corrective Action Plans for any fiscal year 2012 findings within fifteen (15) working days of the date of your audit or management report from the Department of Audits and Accounts (DOAA). The timely completion of all Corrective Action Plans required by your agency is necessary to complete publication of the state of Georgia's annual Single Audit Report. Instructions for completing the online form can be found below along with the attached PDF.

### **What Does My Agency Need to Do?**

Access the online form at <https://saosters.state.ga.us/sars/> (under the Corrective Action Plan Form link) and submit your agency responses to each finding **within 15 days of issuance of auditor's management report.**

Follow the steps below to complete the form per the guidance provided in the attached instructions.

### **What Are the Steps to Complete the Online Form?**

1. Click on 'Corrective Action Plan Form' link
2. Choose your agency from the dropdown list provided. Click 'Select Entity'.
3. To complete a new response, select 'FS' or 'FA' to indicate either Federal Award or Financial Statement finding. Then enter the finding number in the box provided following the agency number and fiscal year. To edit a previously submitted response, choose applicable finding from the Finding Control Number dropdown and click 'Select Finding'.
4. Enter the Control Category and Deficiency of above finding.
5. Fill out the Comments box per attached instructions. **Please Note: There is 4000 character maximum limit on Corrective Action Plan narratives.**
6. Complete each of the required contact information fields located below the Comments box.
7. Select 'Submit' to save your response to the database, or 'Cancel' to clear.
8. Return to Step 2 to provide corrective actions for any additional findings as necessary.

(Note: Final reporting of this information is subject to examination and modification by DOAA.)

### **Who Do I Call if I Have Questions?**

Call (404) 463-1450 or e-mail Janet Arsenault, Accounting Manager/State Accounting Office at [jarsenault@sao.ga.gov](mailto:jarsenault@sao.ga.gov). Thank you for your assistance in this matter.